

LEAD TRAINING COURSE APPLICATION
Board for Asbestos, Lead, and Home Inspectors

A complete Virginia Lead Training Course application package must include the following:

1. A check or money order for the correct fee payable to the Treasurer of Virginia or a completed credit card insert;
2. A completed *three-page* application; and
3. All required documentation (based on the following list of required documentation).

Required Documentation

Please attach the following training **course** documentation:

- a copy of the student and instructor manuals to be used
- a copy of the course agenda, including the time allocation for each course topic
- a copy of the test and answer sheet
- a description of the facilities and equipment available for lecture and hands-on training
- a description of the procedures for conducting the assessment of hand-on skills
- a copy of the quality control plan
- an example of a certificate that will be issued to students who successfully complete the course
- teacher-student ratio for the training course

Please attach the following ***Training Manager and Principal Instructor*** documentation:

- official academic transcripts
- resumes, letters of reference, verifications of lead licenses and certifications in other states, or documentation of work experience as proof of meeting the work experience requirements
- certifications from lead-specific training courses

Upon conducting a preliminary review of your completed application package, the Department of Professional and Occupational Regulation will notify you in writing of the findings. A course audit must be scheduled and conducted to complete the approval process.